

United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-01

☒ Original ☐ Amendment Number:

Contract Number

EP-W-10-016

Contract Period

Base ☒

Option Period Number

Title of Work Assignment

NPL Listing

Contractor

Computer Sciences Corporation

Specify Section and Paragraph of Contract SOW

Purpose:

☒ Work Assignment Initiation ☐ Work Assignment Close-Out☐ Work Assignment Amendment ☐ Incremental Funding☐ Work Plan Approval

Periods of Performance

From: 08/09/10

To: 07/31/11

Comments:

Within twenty (20) calendar days after receipt of a work assignment, the Contractor shall submit one (1) copy(ies) of a work plan to the Project Officer and one (1) copy(ies) to the Contracting Officer. The work plan shall include a detailed technical and staffing plan and a detailed cost estimate.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

**Authorized Work Assignment Ceiling**

Contract Period:

Cost/Fee:

LOE

Previously Approved

This Action:

Total:

\$0.00

21,557

**Work Plan / Cost Estimate Approvals**

Contractor WP Dated:

Cost/Fee:

LOE

Cumulative Approved: 08/09/10

Cost/Fee: \$0.00

LOE: 21,557

Work Assignment Manager Name

DAVID K. YOGI

(Signature)

(Date)

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Phone Number: 703-347-8835

Fax Number:

Project Officer Name

CRYSTAL E. GATSON

(Signature)

(Date)

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Phone Number: 703-603-9023

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Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

Fax Number:

Contracting Officer Name

COREY J. KERZHNER

(Signature)

(Date)

Branch/Mail Code: 3508r

Phone Number: 202-564-2231

Fax Number: 202-565-2557

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date:

## NPL Listing

Contract: EP-W-10-016, Work Assignment: 1-01

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### Summary Information

Title: NPL Listing  
Period of Performance: From: 08/09/10  
To: 07/31/11  
Award Date:  
Total Funding:

### Procurement Management Roles

#### WORK ASSIGNMENT MANAGER:

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## **Performance Work Statement**

**Work Assignment Number: 1-01**

### **I. ADMINISTRATIVE**

**A. Title: Support for National Priorities List (NPL) Updates**

**B. Work Assignment Manager:** David Yogi  
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### **C. OBJECTIVE**

This work assignment provides technical support to EPA in the Agency's technical review of sites that are candidates for the NPL updates under the revised Hazard Ranking System (HRS). The purpose of the technical review, known as the Quality Assurance (QA) review, is to ensure that the technical basis used to support a site listing decision is consistent with the revised HRS rule as defined in the December 14, 1990 Federal Register, as well as EPA's technical guidance.

This work assignment also has an information management component which supports HRS and NPL rulemaking activities. This includes NPL data tracking and information systems support.

### **D. BACKGROUND**

Federal responsibility for the assessment and cleanup of sites contaminated by hazardous wastes resides with the U.S. EPA under the authority of several statutes, including the Comprehensive Environmental Response Compensation Liability Act (CERCLA). The Office of Solid Waste and Emergency Response (OSWER), Office of Superfund Remediation and Technology Innovation (OSRTI), is one of EPA's primary offices for implementation of CERCLA. In implementing the Superfund program, the Office of Superfund Remediation and Technology Innovation must coordinate with other media, especially the Office of Water. A high proportion of Superfund Sites have exposure pathways through water, and specifically groundwater (e.g., groundwater remediation to protect drinking water sources and supplies). OSRTI and OW have established a

collaborative relationship to ensure that there is “one program” front in the protection of human health and the environment.

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enacted in 1980, and amended by the Superfund Amendments and Reauthorization Act (SARA), provide the Federal Government broad authority for responding to the dangers posed by uncontrolled releases of hazardous substances, pollutants, and contaminants. The Environmental Protection Agency (EPA) responded by developing the Hazard Ranking System (HRS), which is a scoring system used to establish the National Priorities List (NPL). On December 14, 1990 (55 FR 51532), EPA revised the HRS, as required by SARA. The revised HRS became effective on March 14, 1991. The HRS is the primary mechanism used to add sites to the NPL.

The Site Assessment and Remedy Decisions Branch (SARDB) in OSRTI is responsible for discovering sites, evaluating their potential threat to human health and the environment, implementing the HRS, proposing and adding them to the NPL, and maintaining public information regarding these activities via the web and other OSRTI data systems. A key component of implementing the HRS is evaluating exposure pathways, including surface and groundwater contamination.

This Performance Work Statement to be used as a notice of a continuation of work currently being performed by USC under WA 3-07, EPA contract # EPCO6085.

#### **E. Quality Assurance:**

The tasks in this assignment require the use of secondary data. Collection, use and analysis of data will be governed by procedures described in the quality assurance project plan (QAPP) and consistent with the Agency's quality assurance (QA) requirements.

## **II. TASK DETAIL**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan and Budget Development**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause *Work Assignments* (EPAAR 1552.211-74), Alternate I. The work plan shall include cost estimates a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly telephone conferences between the WAM and the project manager, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports pursuant to clause E.2 MONTHLY PROGRESS REPORT (EPAAR 1552.211-72. A quality assurance project plan shall also be submitted with the work plan in accordance with clause E.2 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT 52.246-11.

Prior to initiating any action under technical direction, the EPA WAM shall ensure that the



technical direction falls within the scope of work for this Work Assignment. The contractor shall charge and track time site-specifically whenever applicable. With a few exceptions where general support is given, most of the work under Task 1 (QA) and Task 3 (Technical Assistance) should be charged to specific sites. Site Spill Identifier (SSID) numbers used for tracking the sites shall be provided to the contractor by EPA for the purpose of site-specific charging.

#### **TASK 1: QA Review**

The EPA WAM will provide the contractor with HRS documentation records and associated references, either in hard copy or electronic format, following submittal to HQ by the EPA Regions. EPA HQ will inform the contractor which sites have been approved by EPA management to go forward for QA review. The contractor shall review the HRS packages to ensure that the HRS is properly and consistently applied. The contractor shall identify site package data gaps and shall support EPA in evaluating the adequacy of documentation supporting site scores to assure that the packages have the best chance of meeting legal challenges. The contractor shall assign a Regional Coordinator who will serve as that Region's point of contact for QA issues.

Upon receipt of each HRS site package, the contractor shall begin QA review which will include a documentation completeness check, qualitative reference check, mathematical/assigned values check, issue identification, next steps determination, and qualitative data documentation check. The contractor shall conduct the QA review based on the priorities identified in written Technical Direction by the EPA WAM and in coordination with the HQ RC. If at any time during QA issues are identified that could cause the site score to drop below 28.5 using the HRS, the contractor shall promptly alert EPA.

The contractor shall ensure and provide documentation that major contributing factors are technically defensible. The proportion of time spent during the QA review shall reflect the relative importance of the pathways and/or factors. The QA review shall be conducted for all information submitted in the HRS package, but the time taken to review portions of the package not contributing significantly to the overall site score shall be a small fraction of the time taken to review the significant portions of the site package.

**Subtask 1 - QA Letter:** After completion of QA on an HRS site package, the contractor shall prepare a QA letter. If major issues arise, the contractor shall discuss them with the Regional NPL Coordinator and the HQ Regional Coordinator (RC) prior to submittal of the QA letter. The purpose of this letter is to provide Headquarters and the Region with written comments on problems or weaknesses in site HRS packages. These letters should be comprehensive, such that once all problems cited in the letter are addressed, the site package will be ready to pass QA (in absence of new QA issues). Before the QA letter is sent, if there are unresolved issues, the contractor shall prepare a synopsis of the issues for the EPA WAM, with recommendations on how to resolve them. Upon completion, each QA letter shall be sent concurrently to the EPA WAM, the appropriate HQ Regional Coordinator (who serves as a HRS monitor) and EPA NPL Coordinator in the region unless otherwise instructed. The NPL Coordinator will then make the necessary changes to the HRS package and resubmit the revised HRS package to the contractor.

There may be several rounds of QA letters and resubmissions. After all issues are addressed and only editorial concerns remain, the contractor shall provide the EPA WAM and the Region with a redlined version of the HRS documentation record showing the proposed corrections. Once the Region has signed off on these corrections, the EPA WAM will notify the contractor who shall make these corrections, producing a final version of the HRS Documentation Record. The format of QA letter shall be consistent with the outline of Attachment #1.

**Subtask 2 - Conference Calls:** Following issuance of QA letter, the contractor shall have their Regional Coordinator and QA reviewers participate in conference calls when necessary with the EPA WAM, EPA HQ and the Regions to clarify issues and discuss areas of disagreement. The frequency of the conference calls shall be based on the need. This frequency will vary by Region and number of packages undergoing QA (Approximately 30 packages undergo QA per year). The contractor's Regional Coordinator and appropriate technical staff shall be responsible for reviewing site packages and discussing QA issues during the conference call. These same staff people shall have responsibility for reviewing the same site packages during any subsequent formal QA of the site package that takes place. The contractor shall provide the HQ RC, the NPL coordinator in the Region and the EPA WAM with conference call notes (telecons) within 3 business days following the call.

**Subtask 3 - Submission of Site HRS Packages for EPA Approval:** When QA review is complete, all issues have been addressed, and the HRS package is ready for proposal to the NPL, the contractor shall assemble final site packages for submission for final EPA approval. The final package shall include: narrative summary, pathway score sheets, and HRS documentation record. The contractor shall be responsible for ensuring that the narrative summary reflects any changes in the package resulting from QA review. The final package shall be delivered to the EPA WAM. The contractor shall also perform these steps for sites going final when there are HRS scoring or documentation record changes due to response to comments.

**Subtask 4 - Support for NPL Rule Publication:**

The contractor shall support activities related to NPL proposed and final rule publication. These activities include:

- 1) For each NPL rulemaking, delivering electronic versions of the HRS documentation records, supporting documentation and any other associated documents, if necessary. The contractor shall post these documents to the Federal Docket Management System (FDMS) no later than 5 business days prior to FR publication (with the exception of last minute changes to documents by EPA).
- 2) For each NPL rulemaking, reviewing, formatting and creating PDFs with 508 compliance the narrative summaries for each site.
- 3) On an as-needed basis, preparing any necessary public information documents and background information. This shall be tasked via TD by the EPA WAM.

### **Subtask 5 - Intensive QA:**

Under certain cases where EPA perceives a high risk of litigation regarding a site, EPA may task the contractor to perform one or more of the following tasks:

- (1) Review Sampling Documentation and Procedures
  - (a) Review sampling logbooks and primary sampling reports (e.g., ESIs, RI/FSs, etc.) from cover to cover to ensure that documentation is accurate/consistent for key samples and key sample locations, and that sample location maps are consistent with sample location descriptions.
  - (b) Review whether field standard operating procedures (SOPs) for collection of critical samples were documented in the HRS package and whether, based on information presented in the HRS package (e.g., logbooks, primary sampling reports), SOPs were followed. Request sampling SOPs and sample plans, as needed.
  - (c) Review chain of custody forms to ensure that samples are consistently identified (or adequate information is provided to definitively cross-walk sample IDs).
- (2) Review Data Quality
  - (a) Review chain of custody forms to ensure that holding times were met. Review sample handling procedures and sample preservation and identify field duplicates.
  - (b) Evaluate whether adequate QC samples (field blanks, duplicates, etc.) were collected.
  - (c) Review laboratory reports and/or data validation reports/procedures to identify deviations from laboratory QC guidelines. In cases where deviations from sample handling procedures or laboratory QC guidelines are apparent review whether either: 1) deviations are accounted for through data validation; or 2) adequate information is provided in the HRS package to validate the data, if necessary. Review whether analytical data are adjusted according to HRS policy.
- (3) Ensure Package Integrity
  - (a) Examine information included in references with the HRS package but not used in scoring to identify issues that could be raised during response to public comments or that could contradict the scoring strategy.
  - (b) Ensure that documentation included in the HRS package (e.g., maps, field logbooks, etc.) is adequate to characterize and/or rule out contributions from other potential sources in the area.

## **TASK 2: Technical Assistance**

**Subtask 1 - Trips to Regions:** The contractor shall travel to the Region in response to special requests for pre-HRS and HRS technical support. These requests will be relayed to the contractor by the EPA WAM through written technical direction. The contractor's Regional Coordinator, or a contractor representative with experience in an area of particular interest to the Region, shall provide the Region with technical support in the following areas: review file information on NPL candidate sites, advise the Region in preparing the HRS package for submittal to EPA, perform preliminary review of the draft HRS package, and give advice as to the options for revising the package, including any changes in approach that require immediate attention. The cost of these trips shall be charged site-specifically. Upon return from a Regional trip, the contractor shall prepare a report summarizing the issues on each site discussed during the trip. The report shall include any issues that need to be resolved by EPA Headquarters in order to enable the Region to proceed with preparation or revision of the HRS documentation record package.

### **Assumptions:**

Ten trips needing technical assistance during each year of contract performance which will include visits to 4 locations. For estimation purposes, assume the following technical assistance trips:

- 1 trip (2 people) to Region 2 for 3 days
- 1 trip (2 people) to Region 5 for 2 days.

Should the support involve a site visit with potential review of the contaminated area, the contractor shall comply with the Eight-Hour OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training. OSHA defines this as an eight-hour refresher course. In addition, to ensure adequate protection, the contractor shall consult with Regional personnel to inquire about any possible risks posed at the site.

### **Subtask 2 - Conference Calls and Other General Technical Assistance Support:**

Technical support could also include review of site investigations or sampling plans or participation in site screening discussions. Such support does not necessarily require a trip to the Region. Discussion of technical review and consultation can be achieved through conference calls and review of written materials. The contractor shall prepare a report summarizing the issues on each site discussed during the conference call.

## **TASK 3: Meetings and Consultation with SARD Branch**

The contractor shall support EPA as follows:

**Subtask 1- Status Meeting:** As directed by the EPA WAM, the contractor shall attend meetings with EPA on the status of NPL Updates at EPA HQ. These meetings will be infrequent (up to 2 per year) since most status updates are easily conducted by phone. However, such meetings may be necessary prior to Federal Register publication. Meetings, as appropriate, shall be held between the contractor's QA team and the HQ RCs. In addition, the designated contractor's

Regional contacts shall contact each of their 10 EPA Regional NPL Coordinators weekly (only if there is any HRS activity in the Region) to provide an update on the status of sites in the Region.

**Subtask 2 - Post-Rule QA Site Briefings:** Shortly after the publication of each rule, the contractor shall prepare briefings that will help identify potential issues for response to comments as well as common themes that came up in QA. The briefings will include a summary of highlights for all of the sites. For each site the briefings will include some brief site background and discuss QA issues that went unresolved as well as other interesting/controversial QA-type issues. Following submittal of written materials to EPA, the contractor shall deliver the briefings via conference call to EPA HQ and Regions.

The contractor shall use the information collected for purposes of the site briefings to maintain a collection of QA issues and their resolutions, grouped by issues type and including site name, so that they can easily be referenced by EPA. This will include common QA issues that can be applied to other sites or particularly unusual QA issues.

**Subtask 3 - Status Report:** Each month a report on the status of all sites in QA or technical assistance shall be delivered concurrently to the EPA WAM, HQ RC's, and NPL Coordinators in each region. The report shall be delivered as part of the monthly report.

**Subtask 4 - Conference Support:** The contractor may be requested to attend conference meetings in support of HRS and NPL work being performed under this work assignment. Contractor participation/attendance will be requested (via written technical direction) and approved by EPA approximately 16 calendar days prior to the conference. For estimation purposes, the contractor should assume sending one staff member to Denver for 3 days to support this task.

**Subtask 5 - Meeting and Workgroup Support:** The contractor shall support OSRTI in developing and preparing for meetings, briefings, workgroups, conferences, etc., at which guidance and related issues are communicated to the site assessment community by EPA. The contractor shall perform activities such as: (1) gather and summarize technical information; (2) analyze technical and related data; (3) prepare technical reports and related materials on activities, operations, problems, and trends; (4) develop presentations and briefings (oral, written, and audiovisual); (5) plan, coordinate, and prepare materials for meetings, workgroups, and conferences; (6) present and demonstrate materials at meetings, workgroups, and conferences; and (7) make available all necessary services, equipment, and materials to supply full audiovisual and graphics capabilities. The contractor shall anticipate support for 2 meetings per year.

#### **TASK 4: Research and Analysis of HRS Documentation Records**

The contractor shall respond to up to six special requests for research and analysis of HRS Documentation Records. The requests are highly variable and may range from 2 hours to 200 hours. This research and analysis may be in response to inquiries from Congress, other government agencies or EPA management. This research and analysis could apply to all sites

proposed under the original and revised HRS and sites that are currently undergoing QA review. The research could, but not always will, begin with a database search for a certain subset of sites and might include research into the HRS documentation records to further narrow down the subset of sites (for example, finding all sites listed based on contaminated sediments). For cost estimation purposes, the contractor shall estimate 40 hours of research and analysis per request (total 240 hours).

#### **TASK 5: Streamlined QA of HRS Documentation Records**

The contractor shall perform a streamlined QA on HRS Documentation Record packages. This review is designed to address major issues and ensure a supportable score, but not provide some of the QA details needed for more complicated sites. Sites are typically one pathway. Streamlined QA review. EPA will provide guidance for performing the QA for that specific site but will follow generally the format in the attached SOP (Attachment 2).

#### **TASK 6: Analyze HRS Issues**

When issues that are not specifically or clearly addressed in existing guidance surface during the contractor's preparation or QA review of an HRS package, the contractor shall notify the WAM regarding a need for additional analysis. The contractor shall prepare an analysis and present the issue to the EPA WAM and the SARDB Branch. For planning purposes, the contractor shall estimate that it shall be responsible for five such analyses during twelve month period. The contractor is responsible for all research and write-up as well as attending meetings or participating in conference calls where the issue is discussed and offering solutions or past experiences from other sites relevant to the case, as appropriate.

The analyses shall be concise and, where applicable, shall provide the following information:

- Considerations affecting a decision.
- Several options for resolving the issue.
- Advantages and disadvantages of different options.
- Recommended approach with rationale for recommendation.
- Estimated percentage of sites affected by issue (if requested by the EPA WAM).

The contractor shall provide electronic copies of draft HRS analysis papers and supporting documentation to the WAM. SARDB will then meet to decide the best way to resolve the issues. The contractor's Regional Coordinator, and/or a contractor representative with experience in an area of particular interest shall participate in the meeting and summarize all discussions. Following each meeting, the contractor shall finalize the resolution of each issue, using EPA's input/recommendation. For cost estimation purposes, the contractor shall estimate a total of 50 hours.

#### **TASK 7: Update Superfund Chemical Data Matrix (SCDM) Values for Particular Substances**

During QA review of an HRS documentation record, there may arise a need for the contractor to evaluate and/or update SCDM values for particular substances by reviewing current references

and databases, searching for new data sources, reviewing risk exposure assumptions, reviewing current algorithms and laws, and regulations/rules on benchmark-setting criteria.

For the particular chemical/substance, the contractor shall provide updated values for each associated HRS factor value (e.g., toxicity, mobility) and benchmark values presented in SCDM. For planning purposes, the contractor shall estimate that it shall be responsible for six SCDM analyses during the contract year.

#### **TASK 8: Maintain Scoring Information**

The contractor shall maintain a subset of listing-related data including, but is not limited to: HRS scores, site narratives, listing dates, etc. The contractor shall provide EPA data and analysis support including responding to ad hoc requests for reports and analyses of site characteristics and scoring information from existing electronic data sources and HRS-related documents. For planning purposes, the contractor shall anticipate up to six queries per year.

The contractor shall provide support for NPL Rule publication. The contractor shall format NPL information for website publication and provide it to the WAM by 9:00 am one day prior to the scheduled NPL rule publication date in the FR. The EPA WAM will give the contractor at least 5 days advance notice of the exact date of NPL rule publication. However, the proposed date of rule publication shall be given to the contractor by EPA at least 4 months in advance. EPA anticipates two rule publications each year (each rule publication consisting of one proposed and one final rule). The contractor shall convert HRS documentation records to PDF format for publication on the Internet. Four days prior to rule publication the contractor shall send the WAM an electronic spreadsheet containing site names, locations, CERCLIS ID #s, HRS scores, federal facility indicators, FDMS docket numbers and NPL status for the sites being proposed and added to the NPL.

#### **Task 9: Other Analysis**

The contractor shall support OSRTI in the collection, extraction, analysis and quality assurance of data (for example, site assessment technical information, State and tribal data, etc.) maintained in Agency information systems. These systems include but are not limited to CERCLIS, SCDM, and HRS QuickScore. For estimation purposes, plan on up to three of these analyses per year averaging 200 hours each.

#### **Task 10: Revise the Hazard Ranking System**

The contractor shall support OSRTI in revising or modifying the HRS, and support OSRTI in developing alternative ranking systems if EPA believes revisions are necessary. The contractor shall support OSRTI to:

- Develop and/or analyze technical revisions to the HRS;
- Provide technical background studies;
- Support OSRTI in workgroup deliberations as technical experts on the HRS;
- Respond to public comments;
- Develop a legal defense of the revised HRS; and
- Review petition(s) to determine if technical issues are accurate.

For planning purposes, the contractor should anticipate that work for this task will vary and not to exceed 200 hours per year.

**Task 11: Superfund Alternative Approach (SAA)**

The contractor shall support OSRTI in the implementation of the Superfund Alternative Approach policy and guidance. This support may include technical analysis, support for, workgroups, tracking of SAA data or assistance drafting technical guidance. For planning purposes, the contractor should anticipate that work for this task will vary and not to exceed 200 hours per year.

**Task 12: Policy, Regulation, and Legislative Support**

The contractor shall also support OSRTI by performing technical analyses associated with policy development, regulations, and legislative initiatives. Example of issues associated with this support are analyses concerning the role of the NPL; policy options for addressing mega sites via site listing; States' roles within the waste cleanup program, and state cleanup accomplishments; and program performance measures beyond construction completions (e.g., Superfund Alternative Approach). For planning purposes, the contractor should anticipate that work for this task will vary and not to exceed 200 hours per year.

**III. SCHEDULE OF DELIVERABLES**

The deliverables shall be due as stated below. The contractor shall provide the WAM all deliverables and drafts in electronic format only. Electronic files must also be provided upon completion of the work assignment.

	<u><b>Deliverable</b></u>	<u><b>Due Date</b></u>
<b>Task 0:</b>	Work Plan	Within 20 days after receipt of work assignment.
	QAPP	Within 20 days after receipt of work assignment.
	Monthly Progress Report	15 <sup>th</sup> of each month.
<b>Task 1:</b>		
<u>Subtask 1</u>	QA Letter	Due 20 business days after receipt of HRS package for a one pathway site plus an additional 5 business days for each additional pathway.
<u>Subtask 2</u>	Teleconference Call Notes	Due within 3 business days following conference call.
Subtask 3	Site Packages	Due two weeks prior to the projected Federal Register publication date, as established by the NPL Rule Manager.



<u>Subtask 4</u>	Documentation Records	Docket submission at least 5 business days prior to NPL rule publication.
	Posting to FDMS:	No later than 5 business days prior to rule publication.
	Public Information Materials	Will be specified by EPA WAM
<u>Subtask 5</u>	Intensive QA	Will be specified by EPA WAM.
<b>Task 2:</b> <u>Subtask 1</u>	Technical Assistance Trips	Travel will be tasked by the EPA WAM. The report summarizing the issues discussed on each site shall be due five business days after conclusion of the trip.
<u>Subtask 2</u>	TA Conference Call Notes	Due within 3 business days following conference call.
<b>Task 3:</b> <u>Subtask 1</u>	Status Meeting	Meeting upon request of EPA WAM.
	Contact with EPA HQ RCs	Weekly (if HRS packages are being reviewed).
<u>Subtask 2</u>	Post-Rule HQ Briefings	No later than 12 business days following publication of proposed rules.
<u>Subtask 3</u>	Monthly Status Report	Due by the last business day of each month in electronic format.
<u>Subtask 4</u>	Conference Support	Will be specified 14 days prior to conference.
<u>Subtask 5</u>	Meeting and Workgroup Support	Will be specified by WAM.
<b>Task 4:</b>	Research/Analysis of HRS Doc Records	As specified by EPA WAM. Due between 1 and 14 days from start of task depending on complexity of request.
<b>Task 5:</b>	Streamlined QA	Will be specified by EPA WAM, but

	of HRS Doc Records	due generally 12 days from start of project, depending on site.
<b>Task 6:</b>	Analyze HRS Issues	Work will be initiated by EPA WAM. Draft HIRG analyses are due 5 business days after announcement of the date of the HIRG conference call. Records of discussion, including draft resolution, are due 5 business days after the HIRG call. The TM will review the draft and provide comments or corrections; final resolution writeups are due 2 business days following receipt of TM comments.
<b>Task 7:</b>	Update SCDM value	Work will be initiated when a change in value for a particular chemical causes SCDM values to change. Draft SCDM analyses are due 21 business days after change of value causing SCDM value to change. The WAM will review the draft and provide comments or corrections; final SCDM values are due 7 business days following receipt of WAM comments.
<b>Task 8:</b>	Scoring Information	Ongoing
	Ad hoc NPL data queries	24 hours unless specified differently by the EPA WAM
	Support for NPL rule	Files formatted, Internet-ready and delivered to EPA by 9:00 am one day prior to NPL rule publication
	Spreadsheet with site info	4 business days prior to rule publication
<b>Task 9:</b>	Ad Hoc Site Assessment Support	Ongoing
<b>Task 10:</b>	Revise the HRS	Will be specified by the WAM.
<b>Task 11:</b>	Superfund Alternative Approach	Will be specified by the WAM.
<b>Task 12:</b>	Policy, Regulation, and Legislative Support	Will be specified by the WAM.

#### IV. MISCELLANEOUS

**Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred chart format:	MS Excel/Access for tables

## APPENDIX A

### EPA Work Assignment Manager (WAM):

Has overall responsibility for monitoring contractor performance on Work assignment; also provides written technical direction.

### Task Monitors:

Regional NPL Coordinators: Also known as Regional Technical Contact (in lieu of Regional NPL Coordinator). The Headquarters contractors will interface with the Regional NPL Coordinator and will discuss with them issues regarding the preparation of the HRS Documentation Record packages, site-specific issues or general HRS or site assessment issues.

Headquarters Regional Coordinator: The Headquarters Regional Coordinator is responsible for clarifying policy and guidance issues during preparation of the HRS package. The HQ Regional Coordinator shall serve as the main EPA HQ contact and participate in all discussions regarding sites in their Regions.

- R1: Angelo Carasea/David Yogi
- R2: Terry Jeng
- R3: Angelo Carasea/Robert Myers
- R4: Terry Jeng/Robert Myers
- R5: Angelo Carasea/David Yogi
- R6: Bob Myers/Terry Jeng
- R7: Bob Myers/Terry Jeng
- R8: Bob Myers/David Yogi
- R9: David Yogi
- R10: Bob Myers

**X<sup>xx</sup> (e.g., 1<sup>st</sup>, 2<sup>nd</sup>) QA Review of HRS Scoring Package  
for Proposal XX**

---

Site Name:

Location:

Site Score:

Number of Pathways:

Region:

Preparer:

Reviewer:

Date:

---

**1.0 Site Description and General Comments**

1.1 Site Description

1.2 General Comments

**2.0 Cross-Cutting and Source Characterization Issues**

**3.0 Technical Issues (*by Pathway*)**

3.1 Likelihood of Release

3.2 Waste Characteristics

3.3 Targets

**4.0 Referencing and Editorial Issues**

**5.0 Potential Listing Policy Issues**

## **QA GUIDELINES FOR STREAMLINED HRS PACKAGES**

### **Purpose**

To speed up the listing process by concentrating on key components of score, and to ensure the review will be adequate to support the listing decision.

### **Steps**

1. Perform a preliminary review of the HRS documentation record, narrative and score sheets to identify the critical or key scoring/policy factors. Ensure minimum partial attribution if needed for key factors.
2. Ensure proper HRS values have been assigned to critical information.
3. Review reference citations and analytical data for the critical or key scoring factors. Identify any key factor concerns to HQ.
4. Perform low level review of entire document once for any glaring errors not associated with critical scoring factors. This includes math calculation errors, internal inconsistencies, and repetitious materials. Check reference list to make sure it matches the references identified in the HRS documentation record.
5. Prepare QA letter.
6. Identify which parts of this review took the most time.

**HRS Documentation Record  
Information Requiring Support by Documentation and Possible References  
For Major HRS Pathways**

<b>HRS Section/Topic</b>	<b>Information requiring Documentation</b>	<b>Possible Reference(s)<sup>a</sup></b>
<b>Site Introduction</b>	Address	City Plat Map, tax records, police and fire departments, government records
	Center Point for Latitude/Longitude	USGS map, GIS data, TopoZone
	History	Company records and documents, Chamber of Commerce, tax records, Sanborn maps, news articles
	Information on Site Vicinity	USGS map, EnviroMapper
<b>Sampling &amp; Analytical Data</b>		
<b>ALL Sampling Data</b>	Sampling Date	Field logbook, chain-of-custody form, sampling trip report
	Sample Location	Field logbook, sampling trip report, sample location map
	Sample Description	Field logbook, sampling trip report
	Sampling Method and Procedures	Program-wide or site-specific field SAP, QAPP, field logbooks, sampling method document
<b>EPA/ CLP or Equivalent</b>	Sample Analysis & Quality Control (QC)	CLP Form 1 (inorganic/organic analysis data sheet), Data Validation Report
	Detection/Quantitation Limits	Analysis data sheets (data deliverable report), CLP Statement of Work (SOW), CLP National Functional Guidelines
	Detection/Quantitation Limit Calculations	Form 1 (inorganic/organic analysis data sheet), Form 10 (instrument detection limit sheet), Form 13 (preparation log), Form 14 (analysis run log), calculation worksheet
	Concentration Adjustment Calculations	EPA fact sheet "Using Qualified Data to Document an Observed Release or Observed Contamination," calculation worksheet
<b>EPA/Non-CLP</b>	Verification of CLP Analysis	CLP documentation package, sampling trip report
	Sample Analysis Results & QC	Instrument-generated data sheets for sample results, QC data results as required by the method, data validation report, EPA programmatic standard documentation requirements
	Method Detection Limit (MDL) or equivalent	Analysis data sheets (data deliverable report)
	MDL Calculations	Definition and sample calculation in the data deliverable report; if not MDL, documentation of equivalence
	Method/Procedure Used for Analysis	SAP, QAPP, statement of work, data deliverable report, or equivalent

<b>HRS Section/Topic</b>	<b>Information requiring Documentation</b>	<b>Possible Reference(s)<sup>a</sup></b>
<b>Other Federal Program</b>	Other QC Documentation	Regulatory data from other EPA programs and standard documentation as required by program
	Sampling & Analysis Information Other QC Documentation	See references identified for <b>EPA/Non-CLP</b> data above Regulatory data from other programs and standard documentation reports required by the program
<b>State/Non-CLP</b>	Sampling & Analysis Information Other QC Documentation	See references identified for <b>EPA/Non-CLP</b> data above SAP, QAPP State regulatory program data, discharge permit compliance forms, standard documentation as required by State program
<b>PRP/Non-CLP equivalent</b>	Sampling & Analysis Information	See references identified for <b>EPA/Non-CLP</b> data, SAP, QAPP
	Other QC Documentation	Administrative Consent Order (ACO) or Agreement on Consent (AOC) and required documentation, statements of data usability
<b>Removal Actions</b>		
	Date of Removal Initiation and Completion Description of Removal/Containment Action Cleanup Criteria Confirmatory Sampling Contamination/Past Release Remaining	EPA Removal reports, RCRA Corrective Action reports, private industry compliance reports, State regulatory reports, aerial photographs
<b>Sources</b>		
	Source Location and Description Source Type Containment Features Associated Substances by Sampling Manifest Discharges Waste Quantity Estimation Method Reproducible Measurements	Company records, permit applications, visual observations and measurements in field logbooks, aerial photographs, "as built" drawings, MSDS forms, company products lists, TRI and other EPA regulatory databases, NPDES permit applications and compliance reports, air permits, sampling trip reports (same as PA/SI and other sampling events), State records, Sanborn maps, Enviromapper
<b>Ground Water Pathway</b>		
<b>Aquifer Description</b>		
	Strata Aquifers Confining Layers/Interconnections Discontinuities	Topographic and geologic maps and cross sections, USGS and State survey studies, well logs, sampling reports, pump test reports, State well databases, sampling trip reports



HRS Section/Topic	Information requiring Documentation	Possible Reference(s) <sup>a</sup>
	Flow Direction	Field logbooks, sampling trip reports, test pits, local geologic maps indicating the dips, strikes, and faults, topographic maps if ground water flow follows topography, previously assembled local potentiometric gradient documentation
	Ground Water Use	USGS and State survey studies, national and State water resources research studies, State well databases, local water purveyors and drillers, well surveys, site reconnaissance logbooks
<b>Likelihood of Release</b>		
<b>Observed Release by Direct Observation</b>	Depth to Ground Water	Well logs, test pits, sampling trip reports/logbooks
	Depth of Contamination	Test pits, soil borings, source descriptions in regulatory documents/PRP reports, engineering plans, disposal records
<b>Observed Release by Chemical Analysis</b>	Well Type (public, private, monitoring)	Water resources reports, water utilities, sampling trip reports, water purveyors and drillers, well permits, State and county water databases
	Well Depth	
	Aquifer Tapped	
	Well Development (conventional, direct push)	
	Sample Similarity	Sampling and analysis plans and reports, field logbooks, sampling trip reports, sample filtering information
	Sample Preparation	
	Attribution	
	Association with Source	See <b>Sources</b> information
	Other Possible Sources/Sites	Enviromapper, Federal and State regulatory databases, Sanborn maps, Phase I site assessment studies
<b>Targets</b>		
<b>Target Detection Limit (TDL)</b>	TDL delineation	Source boundary information, USGS maps, GIS
	Wells per Distance Category	State databases, water utilities, field logbooks, sampling trip reports, site reconnaissance logbooks
	Well Location	USGS and State survey studies, national and State water resources research studies, State databases, water utilities, field logbooks, site reconnaissance logbooks, sampling trip reports
<b>Population</b>	Level of Contamination	Superfund Chemical Data Matrix (SCDM) benchmarks
	Residents	
	Count per household	U.S. Census, field logbooks, interviews, access permission forms, water utilities
	Apportionment	Water utilities
	Workers	Interviews, Chamber of Commerce
	Closed Wells	Government closure document, water utility, public health department
	Date of Closure	
	Rationale	
	Sample at Closure	Sample reports
	Targets at Closure	See Residents under <b>Population</b> above

<b>HRS Section/Topic</b>	<b>Information requiring Documentation</b>	<b>Possible Reference(s)<sup>a</sup></b>
<b>Other Targets</b>	Wellhead Protection Area	State government agencies and laws and regulations, delineation maps
	Resources	State and Federal water resources programs and studies, water purveyors, county and local water utilities
<b>Surface Water Pathway</b>		
<b>Likelihood of Release</b>		
<b>Observed Release by Direct Observation</b>	Discharge or Spill	Interviews, affidavits, visual observations, photographs, field logbook, permit violations, other recorded violations, TDI map, sample location map, County records, flood zone maps, stream gauge records, News media reports of spills and floods
	Water Body Boundaries	
	Source Sample Location & Depth	
	Flood (including date and boundaries)	
<b>Observed Release by Chemical Analysis</b>	Sample Locations	Sampling plan, field logbooks, sample maps, USGS maps, sampling trip reports, laboratory analysis sheets with percent organic information
	Sample Type (water, sediment, fish tissue)	
	Sample Descriptions	
	Sample Similarity	
	Attribution	
	Association with Sources	See <b>Sources</b> section
	Other Possible Sources	Windshield survey, Enviromapper, EPA and State regulatory databases, CERCLIS, site historical information
<b>Waste Characteristics</b>		
	Salinity	Analytical results, U.S. Fish and Wildlife, topographic map, field logbook, field biologist
	Water Body Type	
<b>Targets</b>	Zones of Contamination by Threat	Sample location map, TDI map, USGS maps
<b>Drinking Water Threat</b>	Intakes	Public water utility, intake location map, USGS/water resources stream flow data, field logbook, State databases
	Location	
	Stream Flow at Intakes	
	Population Served (including Date and Apportionment)	
<b>Human Food Chain Threat</b>	Fisheries	U.S. and State fish and wildlife programs, observations in field logbook, State fisheries programs, interviews, State and local tourist agencies
	Human Consumption	
	Fishing Locations	
	Catch data	
<b>Sensitive Environments</b>	Closed Fisheries	State official closure notice, State database
	Listed Environments	U.S. Fish and Wildlife/State wildlife biologist, National Heritage Program data, Federal and State authorizing legislation, Federal Register, State maps and brochures
	Specific Targets	National Wetland Inventory (NWI) maps, wetland specialist, State and Federal GIS databases
	Habitat Range	
	Location/Boundaries	
	Official Designation	
	Wetlands	National Wetland Inventory (NWI) maps, wetland specialist, State and Federal GIS databases
	NWI Designation	
	Measurements	

HRS Section/Topic	Information requiring Documentation	Possible Reference(s) <sup>a</sup>
Resources	Resources	Enviromapper, topographic map, windshield survey, public water authority, State and county offices (e.g., health department, land use office), Chamber of Commerce
<b>Soil Exposure Pathway, Resident Population Threat</b>		
<b>Observed Contamination</b>		
	Contaminated Soil: Background and Release	Sampling and analysis plan, field logbook, site history, soil survey, sample location map
	Sample locations	
	Sample depth	
	Sample similarity	
	Interference Rationale	Information on mode of deposition
	Other Sources	Site history, sampling and analysis plan, field logbook, survey sample location map, topographic map
	Sample Location	
	Sample Depth	
	Source Boundary	
	Attribution	See <b>Surface Water Pathway</b> suggestions
<b>Waste Quantity</b>		
	Source Type	Site history, field logbook, survey, affidavits, manifests
	Calculations	Field logbook, survey, affidavits, field logbook, topographic map, sample location map, measuring instruments with worksheets
<b>Targets</b>		
	Residents	Field logbook, sample location map, sampling and analysis plan, plat maps, House by House survey (actual count), U.S. Census Bureau Web site
	On Property and within 200 feet	
	Population per household	
	Students	Topographic map, sample location map, board of education, survey/interview with school management staff (actual count)
	School Location	
	Number of Students	
	Workers	Topographic map, sample location map, field logbook, survey (actual count), facility records, Chamber of Commerce
	Location	
	Number	
	Level of Contamination	Sample analytical result, HRS/SCDM benchmark
	Sensitive Environments	U.S. Fish and Wildlife, USDA Forest Service, National Park Service NWI map, sample location map, field biologist, field logbook
	Official Designation	
	Location	
	Habitat Range	

<sup>a</sup> Whenever secondary references are cited (e.g., most sample investigation reports), the scoring information should be further supported by a primary reference (e.g., field logbooks). See the *Regional QC Guidance Manual* (EPA Publication 9345.1-08, December 1991), Section 2.4.1, p. 16, for examples of primary versus secondary reference sources.



United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number

1-01

☐ Original ☒ Amendment Number: 1

Contract Number  
EP-W-10-016

Contract Period  
Base ☒

Option Period Number

Title of Work Assignment  
NPL Listing

Contractor

Computer Sciences Corporation

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out  
☒ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Periods of Performance

From: 08/09/10

To: 07/31/11

Comments:

Approval of work plan dated August 30, 2010 for \$1,656,287.87 and 21,557 LOE. The QAPP submitted on August 30, 2010 is conditionally approved, see the attached comments. Revisions to the QAPP only, are due within seven (7) business days from receipt of this amendment.

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

### Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	\$0.00	21,557
This Action	\$1,656,287.87	0
Total	\$1,656,287.87	21,557

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/30/10	Cost/Fee: \$1,656,287.87	LOE: 21,557
Cumulative Approved: 09/13/10	Cost/Fee: \$1,656,287.87	LOE: 21,557

Work Assignment Manager Name

DAVID K. YOGI *isl*

(Signature)

(Date)

Branch/Mail Code 5204P

Phone Number 703-347-8835

Fax Number

Project Officer Name

CRYSTAL E. GATSON *isl*

(Signature)

(Date)

Branch/Mail Code 5202P

Phone Number 703-603-9023

Fax Number 703-603-9133

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

COREY J. KERZHNER

(Signature)

(Date)

Branch/Mail Code 3805R

Phone Number 202-564-2231

Fax Number 202-565-2557

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

## NPL Listing

Contract: EP-W-10-016, Work Assignment: 1-01, Amendment: 0001

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### Summary Information

Title: NPL Listing  
Period of Performance: From: 08/09/10  
To: 07/31/11  
Award Date: 08/09/10  
Total Funding:

### WA Totals

*The following item(s) have been added:*

Category	POP	Amount
Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-01				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-W-10-016			Contract Period   08/09/2010   To   07/31/2012 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   08/09/2010   To   07/31/2012				
Comments: The purpose of this amendment is to extend the period of performance thru 07/31/12, increase the LOE by 21,557 hours, and request a work plan and cost estimate in accordance with the Work Assignments clause. The scope of work is unchanged and ongoing.										
<input checked="" type="checkbox"/> Superfund                      Accounting and Appropriations Data <input type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
08/09/2010   To   07/31/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   David Yogi							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number   703-347-8835			
							FAX Number:			
Project Officer Name   Emily Johnson							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:   703-603-8764			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Eric Schermerhorn							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:   202-564-6095			
							FAX Number:			

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<p>SFO (Max 2) <input type="checkbox"/></p> <p style="text-align: center; font-size: small;">Note: To report additional accounting and appropriations date use EPA Form 1900-69A.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code (Max 7)</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	1											2											3											4											5										
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